



City of South Bend

Vacancy Announcement

Post Date: Monday, January 27, 2014

Closing Date: Until filled

CHIEF CODE INSPECTOR

Category: Full Time/Exempt/Non-Bargaining

Department: Code Enforcement

Reports To: Director of Code Enforcement

Shift: Monday-Friday, 8 AM-5 PM

Pay Rate: \$45,000-\$49,000

Position: **SUMMARY**

Serves as an administrative arm of the Director to ensure the preparation and maintenance of housing inspections. Works with inspectors to monitor demolition and repair progress of vacant and abandoned properties. Creates and implements inspection protocols. Contributes to the modernization of the Department by evaluating software options. Understands the value of Key Performance Indicators and tracks related progress towards Departmental goals through data analysis. Ensures quality of inspector work. Oversees public hearing proceedings.

SUPERVISION EXERCISED

Supervises Code Enforcement inspectors and oversees related office functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Refines inspector protocol.
- Trains Code inspectors on new and updated code procedures.
- Resolves problems that may occur related to Municipal Code Violations, City Ordinances, and improves inspection techniques.
- Testifies at Code Enforcement Hearings, any judicial proceedings, and professionally represents the City of South Bend.
- Discusses housing rehabilitation techniques with property owners.
- Monitors all City and private demolitions and communicates results clearly.
- Reviews all substandard housing inspection reports.
- Serves as back-up to office staff daily.
- Conducts data analysis.
- Produces professional reports and strategies regarding modernization of inspection procedures and protocols.
- Manages inspectors and tracks quality of work.

NON-ESSENTIAL DUTIES

- Answers phones, assists customers, and performs other duties as required.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Associates degree or additional education in Business or equivalent education.
- Minimum three years of experience in building construction and specialized training in building construction is required. Minimum of three years of management experience also required.
- Experience in systematic data collection and analysis, as well as protocol development and implementation preferred.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of basic ordinances governing safety, hazards and light; City or County government a plus.
- Must have knowledge of Microsoft Office (particularly Word, Excel, and PowerPoint), good customer service skills, and excellent communication skills (both oral and writing).
- Must have the ability to understand data collection and analysis principles.
- Must be detail oriented and able to track/communicate/influence outcomes.
- Willingness to collaborate with Code team and other departments.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license required if driving City vehicle.
- Property Maintenance and Housing Inspector AACE Certification required. Zoning Enforcement Officer Certification a plus.

EQUIPMENT

Desktop and laptop computer, telephone, and automobile.

WORK ENVIRONMENT

Work is performed in office setting, with moderate inside temperature. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free. May be called into the field to confirm quality of work completion.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required.